



City of **Eastman**

REQUEST FOR PROPOSAL

CITY OF EASTMAN, GEORGIA

333 COLLEGE STREET
EASTMAN, GEORGIA 31023

Park Master Plan

INTRODUCTION

The City of Eastman invites proposals from civil engineers, landscape architects, or other qualified firms to craft a phased master plan for a municipal park. The site is a 5.97-acre, 5 building facility located in the heart of Eastman, GA. The facility is currently used as an afterschool and summer program. This park will directly connect to several neighborhoods and will be within walking distance of two schools. The proposed amenities include a pavilion, walking trail, playground, pickle ball court, tennis court, volleyball court, splash pad, Frisbee golf, and public restrooms. Youth summer and afterschool programming will continue, so there is also a need for separation from the public.

OBJECTIVE

This master plan will provide civil engineering evaluation, mapping, repair and/or replacement of underground water infrastructure, layout and landscape design, graphic renderings, and budgets.

SCOPE OF WORK

The scope of work of this master plan shall include but is not limited to the below items. Respondents are encouraged to propose a scope of work that exceeds the below listed items.

1) General assessments of what the community needs, including:

- Examine current concept plans.
- Examine existing assets and conducting an evaluation and inventory.
- Assess errors and impediments of current designs and assets.
- Work with the public and stakeholders to determine needs.

2) Pre-Planning shall include:

- Collect existing mapping from the City and utilize aerial mapping to create a base map for the planning effort.
- Review public records for existing utilities in and around the properties, national wetland inventory maps, floodplain maps, and other readily available information.
- Gap Analysis and Needs Assessment – after a review of existing park assets and population demographics, use National Recreation and Park Association (NRPA) Standards to identify gaps and needs for the City, and compare these with public input findings to determine appropriate park elements.

3) Public Input should include:

- Have several meetings, including a kickoff meeting, a meeting to review the assets, a meeting to discuss concepts, a meeting to present recommendations, and a final meeting for adoption.
- Public Input Survey – public input will be a web-based online survey. Provide marketing materials used to invite constituents to participate.

4) Final Design and Product should include:

- Civil engineering assessment
- Concept Designs and Recommendations - Provide up to 3 concept plans and make recommendations.
- Concept design rendered in both 2D and 3D with overhead plans and site elevations.
- Each design shall be complete with estimates of costs for implementation. The construction cost must have third party verification from a construction firm.
- Estimates of park maintenance.
- The final design must include a phased approach with the estimated cost of construction.
- The final product must provide recommendations on financing and grant opportunities.

PROPOSAL REQUIREMENTS

- 1) A one-page cover letter summarizing the consultant's interest in the project and identifying the contact information of the project manager/key contact.
- 2) A Detailed Executive Summary describing the following:
 - Stability of the firm,
 - The experience and qualifications,
 - General suitability of the consultant to perform this work.
- 3) Names and résumés (including an email address) of a principal contact, the project manager/key contact (if different), and key staff members who will work on the project. An organizational chart of the team (including sub-consultants) should also be submitted.
- 4) A statement of project approach that addresses how the consultant will accomplish the identified scope of work.
- 5) A proposed schedule that shows how the consultant will be able to complete the project in a timely manner. This should include:
 - key milestones and a schedule for deliverables after Notice to Proceed.
 - Please identify any risks that could prevent the completion of the project by the deadline, and an explanation of how these risks will be managed by the consultant.
- 6) A budget and fee itemized by each task that identifies:
 - The standard hourly billing rate for each staff member (or employee classification) anticipated working on the Project.
 - The number of hours worked per staff member.
 - The percentage of total work completed by the prime consultant and any sub-consultant(s).
 - Total cost for all anticipated reimbursable expenses.
- 7) For the consultant and any sub-consultants: description of a maximum of three (3) similar or related projects successfully completed within the last five years including references with names and contact information.

EVALUATION CRITERIA

The selection will be based on the qualifications of the consultant to complete the scope of work on time, within budget, and completing all tasks. All respondents will be scored based on the parts of their proposal. The evaluation is an up-to point system as follows:

1. Qualifications of the firm to perform the required services, the key personnel to be assigned to perform the services and, the results-oriented track record of the firm. (20 points)
2. Experience with proposing sustainable projects and making recommendations for staffing (20 points)
3. Proposes a cost-effective approach. (40 points)
4. The overall structure, content, and quality of the proposal. (20 points)

TENTATIVE SCHEDULE:

Request for Proposal Issued: February 16, 2022

Walkthrough and Pre-bid Meeting: 9:30 a.m. on March 2, 2022

Please send questions to: Maya@cityofeastman.com

Proposal Deadline: 12:00 p.m.: March 14, 2022

Selected Firm Interviews: March 23, 2022

Award Selection: April 1, 2022

RESPONSE DEADLINE

Each respondent must submit its proposal in a sealed package marked on the outside with the respondent's name, address, and the RFP title. The following information must be submitted in the proposal package:

- 2 color copies of the proposal.
- 1 e-copy of the proposal on a flash drive

Proposals must be submitted via mail or personal delivery and received no later than 12:00 p.m., March 14, 2022. Responses should include all identified components. Responses received after this time and date will not be considered. Please address or deliver responses to:

Maya Clark
Community Outreach Coordinator
Eastman City Hall
333 College Street
P.O. Drawer 40
Eastman, GA 31023